

SEWER AUTHORITY MID-COASTSIDE

A PUBLIC AGENCY
P.O. BOX 862
HALF MOON BAY, CA 94019
(415) 726-0124

RECEIVED

MAR 3 1984

DIVISION OF WATER QUALITY

Mr. Michael R. McDonald, Chief
Project Closeout Section & Payments Unit
STATE WATER RESOURCES CONTROL BOARD
Division of Water Quality
P. O. Box 100
Sacramento, CA 95801

April 27, 1984

REFERENCE: Final Audit Report S2cW2-09-0328-31307
(P.U.2) FINAL AUDIT C-06-1022-120

ENCLOSURE: Property Management System

Dear Mike:

Most of the work on the above-referenced audit was completed last fall. The final audit report was received October 31, 1983, and presented to the SAM Board of Directors during their regular meeting of November 12, 1983. The Board approved the report and directed it be accepted, which was conveyed to you per our letter of November 15, 1983.

In our letter of November 15, 1983, we indicated we had designed our Property Management Program but were unable to complete the report because of incomplete cost data, reason being our wastewater treatment facilities and ocean outfall were still under construction and all costs were not known at that time.

At this time, we are pleased to enclose the following:

ATTACHMENT I.

Capital Equipment Data Base Report
showing:

- (a) Equipment Identification Number
- (b) Equipment Description
- (c) Year and Month of Acquisition
- (d) Life Expectancy of Equipment Listed In 'Months'
- (e) Source: Project and/or Member Agency
- (f) Total Value Of Equipment/Item
- (g) Amount Of Value Of Granada Contribution
 - " Half Moon Bay "
 - " Montara "
- (h) Item Location

Ted N.
Please see
that any withheld
funds are released.
Thanks -
Mike

Mr. Michael R. McDonald
State Water Resources Control Board
April 27, 1984
Page Two

- ATTACHMENT II. Printout Of Capital Equipment and Structures Inventory
This report includes the following information:
(a) Equipment Identification Number
(b) Equipment Description
(c) Serial Number (not shown on this printout)
(d) Item Location
(e) Total Value
(f) Federal Share Of Cost (approx 72% eligible)
(g) State " (approx 12% eligible)
(h) Local " (approx 16% of total cost)
(i) Depreciation Value Per Month
(j) Annual Depreciation Value
(k) Depreciation Value To End Of Fiscal 1983-84 (June)
- ATTACHMENT III. Sheet showing how Serial Number is designed and copy of physical tag to be placed on each piece of equipment.
- ATTACHMENT IV. Inventory Card (3x5") for fiscal planning and maintenance record.
- ATTACHMENT V. Represents a small section taken from Chapter V of our Operations & Maintenance Manual to illustrate how we have tied our Capital Equipment Inventory Control into our Repair and Maintenance System to insure proper care during useful life.

We are still entering the data for our furniture, office equipment and personal property items. A third system will be maintained for our laboratory equipment.

These inventories will be reviewed annually and updated as changes occur. Complete maintenance records will be kept on all our equipment, motors, etc. on a regular basis. The serial number has been designed to reveal to the maintenance personnel the following information:

- Location Of Item
- Identity of Item
- Year Of Installation

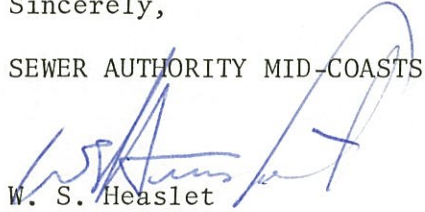
Mr. Michael R. McDonald
State Water Resources Control Board
April 27, 1984
Page Three

We believe this system meets the requirements of 40-CFR-30.810 and is adequate to allow for your release of approximately Fifty-Eight Thousand Five Hundred Forty-Nine Dollars (\$58,549) currently being held pending the implementation of our Property Management Program.

Please advise if you have any questions or need additional information.

Sincerely,

SEWER AUTHORITY MID-COASTSIDE



W. S. Heaslet
General Manager

WSH:mau

Enclosure

CC: Frank M. Covington, Director
Water Management Division
U. S. ENVIRONMENTAL PROTECTION AGENCY
Region IX
215 Fremont Street
San Francisco, CA 94105

(w/ encl)

L. Warnshuis - State Water Resources Control Board (w/o encl)
J. Copeland - Wilson Morton Assaf & McElligott (w/o encl)